

October 15, 2015
Training Announcement

Subject: Two Sections of the IM220 Inventory Management: Goods Receivers, Goods Issuers and Physical Inventory Class Announced

Audience: Finance Directors, Procurement Directors, Inventory Directors/Staff
(You must have attended the September 3rd Inventory Management Kickoff meeting to enroll in this course.)

The SCEIS Training Team is pleased to offer two sections of the full-day class, IM220 Inventory Management and Physical Inventory for Goods Receivers and Goods Issuers. This class is designed to train agency inventory users on how to enter Good Receipts into SCEIS for inventory items, how to Issue Goods from SCEIS for material consumption, how to create goods movements, and how to conduct Physical Inventory of materials in stock.

The IM220 class is only available to the following inventory agencies:

- Administration
- Criminal Justice Academy
- Juvenile Justice
- Mental Health
- Motor Vehicles
- Natural Resources
- Probation, Parole and Pardon
- Public Safety
- Vocational Rehabilitation

Below you will find details about the class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

IM220 – Class Information

Class ID/Title: IM220 - Inventory Management: Goods Receivers, Goods Issuers and Physical Inventory

Description: This class is designed to train agency inventory users on how to enter Good Receipts into SCEIS for inventory items, how to Issue Goods from SCEIS for material consumption, how to create goods movements, and how to conduct Physical Inventory of materials in stock. Participants will also learn inventory management terminology and concepts and engage in hands-on exercises as part of this class.

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IM220 – Section 01 – Fall 2015 Details

Class Date: Monday, November 9, 2015

Class Time: 9:00 a.m. to 5:00 p.m.

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

IM220 – Section 02 – Fall 2015 Details

Class Date: Friday, November 13, 2015

Class Time: 9:00 a.m. to 5:00 p.m.

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may request enrollment in this class using the pre-registration survey at <https://www.surveymonkey.com/r/B7VGTYB>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.